

**LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
11 MARCH 2014
5:30 PM**

MEMBERS PRESENT: Chad Hutchings, Noelle Call, Jeanne Sullivan, Pat Sadoski, Tavia Smith, Susan Kadlec,
Gene Needham - City Council

MEMBERS EXCUSED: Robert Schmidt

MEMBERS ABSENT: None

LIBRARY STAFF: Robert Shupe, Karen Clark, Debbie Ogilvie

VISITORS: Joseph Anderson

BUSINESS:

- The meeting was chaired by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for February were reviewed and approved.
- Under the Call to the Public, Pat Sadoski opened discussion about the art pieces in the library and their value. Robert Shupe was asked to bring an inventory, including precis of the artists, for review in the next board meeting.
- Robert Shupe reported that Robert Schmidt's re-appointment to the Library Board was ratified by the City Council on February 18th.
- Robert Shupe reported on the status of Homebound Service.
- Robert Shupe reported on his budget meeting with Mayor Petersen; he stated that the budget proposal was well received, and informed the board that a tax levy rate increase is being discussed.
- Robert Shupe reported that the library has received a CLEF grant of \$14,136, and that an outline for expenditure will be presented in the next board meeting.
- Karen Clark reported on plans for National Library Week, including hosting a community fair. She reported that there were already 12 organizations signed up to participate, and that more are expected.
- Robert Shupe reported that ideas for a Spanish storytime, which will be regularly scheduled beginning April 2nd, have developed into the formation of a Latino Advisory Council.
- Robert Shupe informed the board that the library is planning to participate in the Downtown Gallery Walk in April, and that the library will be staying open until 9:00 on that Friday evening.
- Robert Shupe gave a follow-up report on the issue of vehicles parking in the book drop lane. An email has been sent to the library staff to continue with the pre-printed warning letters and to try to be aware of repeat offenders.
- Robert Shupe distributed invitations to the Staff Appreciation Event to be held on April 4th.
- Robert Shupe distributed the third iteration of the "marketing plan revision document", with similar goals linked together, but not yet in priority order.
- Robert Shupe distributed copies of his communication with the IT department and the break-down of the IT assessment.

- Robert Shupe distributed a draft of the Memorandum of Understanding with Friends of the Library, and reported that Finance and Legal have both approved it. He informed the board that the document is an action item for the Friends meeting March 12th; Chad Hutchings suggested that the board review the document and send questions via email before the next board meeting.
- Robert Shupe (for Noelle Call) reported that the library accounts are in good standing.
- Tavia Smith reported that the online book sale collected \$641.63, and the ongoing in-house book sale collected \$590.40 in February.
- Robert Shupe (for Robert Schmidt) reported that the Friends of the Library have discussed book sales, the draft MoU, donation guidelines, and the development of a logo. He informed the board that the Friends have decided not to focus on fundraising efforts until their 501c3 status has been approved. Chad Hutchings reported that the 501c3 paperwork is nearly complete.
- The board discussed establishing a regular policy review, and the need to list a review date on the policy.
- Susan reported on the Marketing Committee projects, including homebound service, library signage, READ posters, the library annual report, Spanish storytime and the Latino Advisory Council, the display case in the West foyer, Friends of the Library, and the Gallery Walk.
- The meeting adjourned at 6:55 PM. The next meeting is scheduled for April 8th, 2014 at 5:30 PM.